

Office of School Improvement

District Self Review Process

Purpose:

To provide an opportunity to review the use and coordination of district funds and to evaluate its use, coordination, and effectiveness in implementing programs according to program mandates. It is also to provide an opportunity for a district to gather input on the programs, to enhance coordination, and to review school improvement efforts.

Process Outline: District Self Review Process

Self Review Procedure

To facilitate the Self Review:

- Decide which building(s) to include in the Self Review. Include buildings receiving Title I, Section 31a, and other federal funds.
- Use data from MEAP and other sources to highlight any problem areas.
- Invite the stakeholders group to participate, i.e., superintendent, principal(s), program directors, staff funded by state and federal programs, and at least one regular education teacher, ISD funding directors, and with PSAs, a representative from their chartering body.
- Conduct a pre-meeting with the stakeholders group.
- Discuss the importance of the review; review the purpose and explain materials in the packet.
- Answer questions about purpose or materials in the packet.
- Go over the review process in detail:
 1. Include central office in discussion.
 2. Explain completion of the District Study Guide for the Self Review to team members not present for district discussion.
 3. Review how to gain consensus.
 4. Agree on a timeline for completion of documents to meet the due date for submission to OSI consultant.
- Detail what to do with documentation:
 1. Cite documentation.
 2. List documentation to be attached to the consensus document.
- Prepare to submit to the Office of School Improvement:
 1. Consensus Self Review District Study Guide and Self Review Building Study Guide for each building reviewed.
 2. Attach a copy of the school improvement plan, the annual report, and a summary statement addressing program alert items.
 3. Submit to the office.

Response of the Office of School Improvement

Consultant responds to district chairperson.

- Accepts the review as submitted.
Sends letter confirming satisfactory completion of Self Review process.
- May select district for a follow up visit and additional discussion.
Visit scheduled by consultant to meet the time preferences of district.
- District may be scheduled for an On Site Review.
If that is the decision, the On Site Review process will be conducted as outlined.